

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF WEST VIRGINIA**

**EMPLOYMENT OPPORTUNITY**

<b>Position:</b>	Law Clerk to the Honorable Dwane L. Tinsley, U.S. Magistrate Judge
<b>Announcement #:</b>	13-CO-04
<b>Location:</b>	Charleston, WV
<b>Appointment Type:</b>	Full-time; Term
<b>Starting Salary:</b>	JSP 12 – JSP 14
<b>Opening Date:</b>	April 15, 2013
<b>Closing Date:</b>	Open until filled
<b>Open To:</b>	All qualified applicants

**Responsibilities and Duties:**

Provides information, guidance, and advice to U.S. Magistrate Judge Dwane L. Tinsley, in connection with pending civil and criminal litigation, and manages special projects and other administrative duties for the judge as needed. Drafts appropriate recommendations and orders for the Court's signature. Reviews complaints, petitions, motions and pleadings that have been filed to determine issues involved and basis for relief. Performs research as required. Maintains liaison between the Court and litigants; corresponds with other court officials and personnel. Evaluates procedures. Reviews docket of pending litigation to assure proper progress. Keeps Court advised of those cases where action by the Court is appropriate. Compiles statistics and prepares periodic reports, as required. Identifies problem areas, makes recommendations, and offers solutions, as required. Keeps abreast of changes in the law to aid the Court. Advises appropriate personnel on status of particular cases. Performs other duties as assigned.

**Qualifications**

To qualify for the position, an individual must be a law school graduate. Previous legal work experience in the practice of law, in legal research, legal administration, or equivalent experience received *after graduation* from law school is required. The successful candidate must be a member of the bar of a state, territory, or federal court of general jurisdiction.

For attorneys entering the federal court system for the first time, to qualify for grade 12, an individual must have one year of legal work experience *after graduation* from law school. To qualify for grade 13, an individual must have two years of legal work experience *after graduation* from law school. To qualify for grade 14, an individual must have three years of legal work experience after graduation from law school and at least two of the three required years of legal work experience must have been served in the federal judiciary as a chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk.

For current federal employees, salary placement will be determined by highest previous grade and step.

**Employee Benefits:**

This position is covered by the Judiciary Salary Plan (JSP) and is entitled to benefits that include Social Security, Medicare, a choice of a health benefits plan from among several options, federal vision and dental insurance programs, life insurance, and 10 paid holidays per year. If the successful candidate is transferring without a break in service from a previously covered position, they will be eligible for the Federal Employees' Retirement System (FERS), Thrift

Savings Plan (retirement savings plan with immediate employer matching), health and dependent care reimbursement accounts, and long-term care.

**Information for Applicants:**

The United States District Court is part of the Judicial Branch of the United States government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to and must pass a FBI background check as a condition of employment. If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

**Application Process:**

Submit *cover letter and detailed resume* to the mailing or email address below. Only applicants selected for interview will be contacted. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

Korin Parsons, Human Resources Specialist  
Attention: Vacancy Announcement 13-CO-04  
Post Office Box 2546  
Charleston, WV 25329  
Email: [Korin\\_Parsons@wvsd.uscourts.gov](mailto:Korin_Parsons@wvsd.uscourts.gov)

*The United States District Court is an equal opportunity employer and values diversity in the work place.*